



Tankiso Princess Tseki

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Office administrator

- * Data Cupturing
- * Data Filling
- * Receiving and sending Emails
- * Taking and Answering calls
- * Copies
- * Machine Operating
- * Installation or computer Software
- * Update Computer software

Preferred occupation

Network administrators
IT, computing jobs

Receptionist
Administrative jobs

Preferred work location

Pretoria / Tshwane
Gauteng

Johannesburg
Gauteng

Contacts and general information about me

Day of birth	1990-04-18 (34 years old)
Gender	Female
Residential location	Sedibeng Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2020.12 iki 2022.08**
 Company name Letshego Primary School
 You were working at: Administrators
 Occupation E- Cadre
 What you did at this job position? Office work

Education

Educational period **nuo 2011.12 iki 2020.08**
 Degree Certificate
 Educational institution Arcelor Mittal Science Center
 Educational qualification Information Technology NQF Level 3
 I could work As office administrator

Educational period **nuo 2011 iki dabar**

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	fluent

Computer knowledge

Ms Word
 Ms Excel
 PowerPoint
 Outlook

Recommendations

Contact person Mrs I. M Macheli
 Occupation Principal
 Company Letshego Primary School
 Telephone number +27825538152
 Email address irenemache@yahoo.co.za

Additional information

Your hobbies Computer
 Office work
 Internet
 Driver licenses None
 Salary you wish R5000 R per month
 How much do you earn now R4080.44 R per month